

Town of Hounsfield
Instructions for applying for a Site Plan Review, Special Use, or
Temporary Permit.

1. Applicant name (s), address, and phone number.
2. Name of property owner address, and phone number if different than applicant.
3. Individual or company that provided any drawings of the project.
4. Authorization from property owner that applicant may proceed with site plan review: (if owner is different than applicant, attach a separate sheet if needed).
5. Physical location of property (i.e. address)
6. Tax map designation. Information may be located at, Town of Hounsfield Town Office, 18774, County Route 66, Watertown N.Y. 13601. Jefferson County Home page, real property, www.co.jefferson.ny.us, property owners, deed, or tax bill.
7. Property size, information may be located at Town of Hounsfield Town Office, 18774 County Route 66, Watertown N.Y. 13601, Jefferson County Home page, real property, www.co.jefferson.ny.us, and property owner's deed, tax bill.
8. Zoning District property is located; this information may be located at Town of Hounsfield Town Office, 18774, County Route 66, Watertown N.Y. 13601, Town of Hounsfield home page, www.townofhounsfield-ny.gov, under zoning officer.
9. List current use of property, (Use separate sheet of paper if necessary).
10. List proposed use of property, (Use separate sheet of paper if necessary).
11. List all current easements or restrictive covenants affecting property, check N/A if there are none or use separate sheet of paper if necessary.
12. List all agencies involved i.e. Federal, State, County, other Towns or Villages.
13. List permits needed, Federal, State, County, and Town.
 - 13.1 NYS Environmental Quality Review Act (SEQR), information may be obtained at the Town Clerk's Office or by the planning board chairperson.
 - 13.2. Town of Hounsfield Zoning permit. www.townofhounsfield-ny.gov,
 - 13.3 New York State building permit, information may be found at Jefferson County Building Code Office 175 Arsenal Street Watertown (315)785-5130.
 - 13.4 Permit for Construction within Town Right-of-Way. www.townofhounsfield-ny.gov,

14. List name, address and phone number of consultants used for project
15. Estimated cost of project.
16. What is the construction schedule? How many phases? When will construction start, end. Will it continue for several years?
17. List infrastructure improvements mark N/A if none are anticipated.
18. Site Plan must be prepared by licensed architect, engineer, landscape architect or surveyor and shall contain the following: (18.1 – 18.12)
19. An Environmental Assessment Form (EAF) completed in compliance with the New York State Environmental Quality Review Act. Contact Planning Board Chairperson for more information, @ www.townofhounsfield-ny.gov.
20. The Planning Board recommends a pre-submission conference before submitting projects for Site Plan Review, to avoid confusion on what is required of applicant. Contact the Planning Board Chairperson for information @ www.townofhounsfield-ny.gov
21. Applicant is responsible for any reimbursement fees incurred by the Planning Board during their review.
22. Applicant signature, if more than one applicant, each needs to sign application.
23. Owner's signature authorizing the Site Plan Review.
24. Date application was filled out.
- 25 Application Approved, Application Denied, Chairperson will check appropriate box. Documentation will be provided to applicant by the Planning Board Chairperson pertaining to the decision reached.
26. The name of the Planning Board Chairperson
- 27 The signature of Planning Board Chairperson, signing the application as approved or denied.

Official Use Only

Case No: _____ Date Approved: _____
Date Denied: _____

7 Site Plan Copies Submitted: Y ()
N ()

Town of Hounsfield Application

Site Plan Review () Special Use Permit () Temporary Permit ()
Other () _____ 239-m, Yes ___ No ___ Presubmission ()

Date: _____ Fee: _____ Tax Parcel #: _____ Section: _____ Block: _____ Lot: _____
Application due fourteen days prior to Planning Board Meeting, to be on agenda

1. Name of Applicant: _____

1.1 Address of applicant: _____

1.2 Applicant's phone number: _____

2. Name of Owner: _____

2.1 Address of owner: _____

2.2 Phone number of owner: _____

3. Person responsible for submitted drawings: _____

4. Authorization from property owner that applicant may proceed with site plan review:

5. Property Location: _____

6. Tax Map Designation: _____

7. Property size: _____

8. Zoning District property is in: ☐ (AR) ☐ (H) ☐ (I) ☐ (MU) ☐ (MR) ☐ (ACP)

9. Current use of property: _____

10. Proposed use of property: _____

11. Current easements or restrictive covenants affecting property: (N/A) _____

12. Other involved agencies: _____

13. List permits required: _____
14. Name, Address and phone number of consultants: N/A _____

15. Estimated cost of construction: _____
16. Construction schedule: _____
17. Infrastructure improvements: _____

18. Site Plan prepared by licensed architect, engineer, landscape architect or surveyor containing the following:
- 18.1. Date, north point, written and graphic scale;
 - 18.2. Boundaries of the area plotted to scale, including distances, bearings and areas;
 - 18.3. Location and ownership of all adjacent lands as shown on the latest tax records;
 - 18.4. Location, name, and existing width and right-of-way of adjacent roads;
 - 18.5. Location, width and purpose of all existing and proposed easements, set backs, reservation and area dedicated to public use or adjoining the property;
 - 18.6. Location, size, design of the following: existing and proposed Buildings, driveways, parking, outdoor storage, sidewalks or pedestrian paths, drainage facilities, sewage facilities, water facilities, signs, outdoor lighting, landscaping or screening and snow storage.
 - 18.7. Plans for controlling soil erosion and sedimentation during the development;
 - 18.8. Plans for grading and drainage showing existing and proposed contours of five-foot intervals;
 - 18.9. Designation of the amount of Net Floor Area proposed for each non-residential use;
 - 18.10 Inset containing location map;
 - 18.11 All Zoning district boundaries or municipal boundaries; and
 - 18.12. Location of any significant natural features such as lakes, ponds, streams, rivers, waterways, wetlands, forested areas, etc.

19. An Environmental Assessment Form (EAF) completed in compliance with the New York State Environmental Quality Review Act.

20. Does the applicant wish to have a pre-submission conference with the Planning Board? (YES) _____ (NO) _____ *Application due fourteen days prior to Planning Board Meeting, to be on agenda*

21. I _____ understand that I am responsible for all fees established for Site Plan Review including reimbursement of the Town Planning Board for fees incurred for Planning Board's consultants' review.

22. Applicant signature: _____

23. Owner's signature: _____

24. Date of application: _____

25 Application Approved () Application Denied () Date: _____

26. Planning Board Chairperson: _____

27 Signature of Planning Board Chairperson: _____

What to expect after filling out a Site Plan Review Application

The Zoning Law is at www.townofhounsfield-ny.gov in its entirety.

1. Plan on filling out application and submit fourteen days before the next Planning Board meeting along with your fee to ensure your application is on the meeting agenda. The Planning Board meets the first Tuesday of each month.
2. Ask for a pre-submission conference to avoid any confusion before your application's review.
3. The purpose of Site Plan Review is to allow the Town Planning Board to insure that reasonable safeguards and conditions are in place for certain uses in order to mitigate the potential deleterious effects on the environment, the character of the neighborhood, or the Town residents' health, safety and welfare those uses might produce.
4. The Planning Board is authorized to attach reasonable conditions to its approval of uses subject to Site Plan Review, which are, in its judgment, appropriate to mitigate adverse effects, or to disapprove a use where such effects cannot be reasonably mitigated.
5. Uses subject to Site Plan Review shall be required to comply with all requirements of The Town of Hounsfield Zoning Law pertaining to the District in which the use is located and to comply with the performance standards of this Article.
6. Please remember that no uses subject to Site Plan Review shall be commenced until it has been granted Site Plan Approval by the Town Planning Board.
7. The Town Planning Board may require whatever additional information, tests or surveys as it determines to be reasonably necessary to review the application.
8. Once a completed application has been formally received by the Planning Board, the Board shall have a maximum of ninety (90) days (from the date of receipt) to review and approve, approve with conditions, or disapprove the proposal.
9. The Town Planning Board shall refer all Site Plan matters that fall within those areas specified under New York State General Municipal Law section two hundred thirty nine-m (239-m) to the Jefferson County Planning Board upon receipt of a completed application from the applicant. The Town Planning Board shall follow the same procedure outlined in Section 820.D. of Town of Hounsfield Zoning Local Law. Jefferson County Planning Board meets on the last Tuesday of each month.
 - 9.1 If project applies to real property within five hundred feet of the following:
 - 9.1.1 The boundary of any city, village or town.
 - 9.1.2 The boundary of any existing or proposed county or state park any other recreation area.

- 9.1.3 The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway.
 - 9.1.4 The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.
 - 9.1.5 The existing or proposed boundary of any county or state owned land on which a public building or institution is situated
 - 9.1.6 The boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law, except this subparagraph shall not apply to the granting of area variances.
- 10. Within forty-five (45) days from the date the Planning Board has received the completed application; a public hearing shall be held. Notice shall be published in the official newspaper of the Town at least five (5) days prior to the hearing.
 - 11. All interested parties are allowed to speak about the project.
 - 12. The Planning Board shall render its final decision within forty-five (45) days following the hearing, in writing, specifying the reasons for the decision, any conditions attached to an approval and the vote by the Planning Board members. All decisions shall be filed in the Office of the Town Clerk and a copy mailed to the applicant.
 - 13. Remember communication with the Planning Board is key to a quick and successful outcome of your project.

Town of Hounsfield Site Plan Review / Special Use Review Procedure

Date of Action

Application accepted as complete

Type of SEQR action determined to be:

☐ Type 1

☐ Unlisted

☐ Other

Environmental significance determined by:

☐ positive declaration ☐ negative declaration ☐ conditional negative declaration

Application submitted to County Planning Agency

County Planning Agency response reviewed

Motion to hold ☐ waive ☐ Public Hearing:

Notice of Public Hearing published in paper:

Notice of Public Hearing mailed to applicant:

Public Hearing Held – motion to close Public Hearing:

Action taken on application:

☐ Approval ☐ Approval with modifications ☐ Disapproval

Resolution addressing County Planning Agency:

Report filled with County Planning Agency:

Application endorsed by Town Planning Board:

Records filed with Town Clerk:

Decision mailed to applicant:

Zoning Permit issued:

Certificate of Occupancy issued:
